

DAVID Y. IGE  
GOVERNOR



WESLEY K. MACHIDA  
DIRECTOR

LAUREL A. JOHNSTON  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**  
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EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

November 22, 2017

FINANCE MEMORANDUM

MEMO NO. 17-20

TO: All Department Heads

FROM: Wesley K. Machida *Laurel Johnston*  
for Director of Finance

SUBJECT: Governor's Decisions on FY 19 Supplemental Budget Requests

All department appeals regarding the Department of Budget and Finance's (B&F) recommendations for each department's FY 19 Supplemental Budget Request have been duly considered and reviewed by the Governor, his policy team and B&F. Consequently, the proposals which have been approved by the Governor and will be included in the Executive Supplemental Budget Request are attached.

Please complete the necessary update of budget and program information to reflect these approved proposals using the guidelines provided in Finance Memorandum No. 17-12, *FY 19 Supplemental Budget Policies and Guidelines (Fiscal Biennium 2017-19)*. **Due to the tight timetable to produce the FY 19 Executive Supplemental Budget, the following deadlines must be strictly adhered to:**

1. By Wednesday, November 29, 2017, the following must be submitted, reflecting the Governor's final supplemental budget decisions:
  - a. For all departments except the Department of Education (DOE), University of Hawaii (UH), and the Department of Transportation (DOT): Updated BJ Summary Tables in eBUDDI. Totals (by cost element and MOF) must match the grand totals on the Form B for the Governor's decision.
  - b. For DOE, UH, and DOT: Excel files or other electronic files of the updated BJ Summary Tables as authorized for submittal by B&F. Totals (by cost element and MOF) must match the grand totals on the Form B for the Governor's decision.

- c. All departments: Two copies of the updated Budget Narratives; Forms PAB, CIPOp and CIPOpB.
  - d. All departments: Updated Tables P, Q, and R in eCIP.
  - e. All departments: All Excel files which reflect the Governor's final budget decisions of Forms A, and A-Attachment (relating to the operating budget); and Forms CIPOp, CIPOpB, and PAB (relating to CIP budget) should be transmitted to your B&F analyst.
2. By Wednesday, November 29, 2017: Two copies of Form DMC (additional requirement for deferred maintenance costs). The Excel file of Form DMC must be transmitted to your B&F analyst.
3. By Friday, January 5, 2018: The BJ details updated in eBUDDI reflecting the Governor's final budget decisions for all departments except DOE, UH, and DOT for which Excel or other electronic files are required.

Please notify the B&F analyst assigned to your department and Mr. Gregg Hirohata-Goto ([gregg.h.hirohata-goto@hawaii.gov](mailto:gregg.h.hirohata-goto@hawaii.gov)) via e-mail when you have completed your eBUDDI and eCIP updates. Departments with their own budget systems shall transmit their electronic files to Mr. Hirohata-Goto. Questions regarding the required submittals may be directed to your B&F analyst.

Thank you for your prompt attention and understanding in this matter.

Attachment(s)